



**UNITED STATES MARINE CORPS**

MARINE CORPS LOGISTICS BASE  
814 RADFORD BLVD STE 20312  
ALBANY, GEORGIA 31704-0305

BO 2000.3F

A520

11 Aug 03

BASE ORDER 2000.3F

From: Commanding Officer  
To: Distribution List

Subj: ALL HANDS INFORMATION SYSTEM

1. Situation. There are many instances information must be passed in an expeditious manner. The Intranet and e-mail are standard Marine Corps methods for accomplishing this requirement.
2. Cancellation. BO 2000.3E.
3. Mission. The purpose of this Order is to establish policy regarding use of the All Hands Information System on the MCLB Albany Intranet Bulletin Board and All Hands e-mail that provides expeditious dissemination of information of an emergency nature or other important matters to the Command.
4. Execution
  - a. Commanders/Officers in Charge of Tenant Activities; Commanding Officer, Headquarters Battalion; Directorate/Division Directors; and Special Staff Officers having information of an emergency nature or other matters of Command interest requiring rapid Base-wide dissemination shall submit the information via e-mail to the "SMB LOGCOM Wildcards" mailbox. Text must include time(s), date(s), and location if applicable, and the last line should state the POC with telephone number(s).
  - b. In the event the MCLB Albany network is inoperable, All Hands messages will be transmitted telephonically. The text of the message shall be preceded by the words: "This is an All Hands Information call." Platoon Commanders/Platoon Sergeants will be expected to disseminate the word to their Marines. The Base Adjutant will maintain a log by entering the names of personnel called, date, and time transmitted.
5. Administration and Logistics. None.

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6. Command and Signal

a. Command. This Order is applicable to this command and the tenant commands located at MCLB Albany.

b. Signal. This Order is effective the date signed.

  
J. R. WINGARD

DISTIBUTION: A